

## ATTACHMENT E – BID PRICING INSTRUCTIONS AND BID PAGE

### Temporary Office Staffing

By inserting bid prices below, the Bidder certifies that it can fully meet all requirements and respond to requesting DHMH units according to all specifications identified in this Invitation for Bids. By submitting this bid, the bidder, in the event of contract award, agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. See Part I Electronic Funds Transfer.

Provide a Fixed Hourly Rate for base contract (February 1, 2011-December 31, 2014) renewal option period (February 1, 2015-December 31, 2017) for **each job classification** in either one or both geographical areas.

### **GEOGRAPHICAL AREA: BALTIMORE CITY AND BALTIMORE COUNTY**

<b>Job Classification</b>	Baltimore City and Baltimore County Hourly Rate Base Contract  A	Baltimore City and Baltimore County Hourly Rate Renewal Option Period B	Average of Base Contract and Renewal Option Period Hourly Rates (A+B/2=C) C
1. Office Assistant II	\$ _____	\$ _____	\$ _____
2. Office Clerk Assistant	\$ _____	\$ _____	\$ _____
3. Typist Clerk	\$ _____	\$ _____	\$ _____
4. Data Entry Operator II	\$ _____	\$ _____	\$ _____
5. Legal Secretary	\$ _____	\$ _____	\$ _____
6. Office Secretary II w/Word Processing-Basic Skill level	\$ _____	\$ _____	\$ _____
7. Office Secretary II w/Word Processing-Advanced Skill level	\$ _____	\$ _____	\$ _____
8. Office Secretary II w/Word Processing-Advanced	\$ _____	\$ _____	\$ _____

Word Processing			
9. Advanced Software Specialist-Basic	\$ _____	\$ _____	\$ _____
10. Advanced Software Specialist-Advanced	\$ _____	\$ _____	\$ _____
11. Fiscal Accounts Clerk			
12. Accountant	\$ _____	\$ _____	\$ _____
Total (Add 1-11 in Column C)			\$ _____ (D)

**\*Basis For Award ( $D \div 12$ )** \$ \_\_\_\_\_

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**GEOGRAPHICAL AREA: ANNE ARUNDEL AND HOWARD COUNTIES**

<b>Job Classification</b>	Anne Arundel and Howard Counties Hourly Rate Base Contract A	Anne Arundel and Howard Counties Hourly Rate Renewal Option Period B	Average of Base Contract and Renewal Option Period Hourly Rates (A+B/2=C) C
1. Office Assistant II	\$ _____	\$ _____	\$ _____
2. Office Clerk Assistant	\$ _____	\$ _____	\$ _____
3. Typist Clerk	\$ _____	\$ _____	\$ _____
4. Data Entry Operator II	\$ _____	\$ _____	\$ _____
5. Legal Secretary	\$ _____	\$ _____	\$ _____
6. Office Secretary II w/Word Processing- Basic Skill level	\$ _____	\$ _____	\$ _____
7. Office Secretary II w/Word Processing- Advanced Skill level	\$ _____	\$ _____	\$ _____
8. Office Secretary II w/Word Processing- Advanced Word Processing	\$ _____	\$ _____	\$ _____
9. Advanced Software Specialist- Basic	\$ _____	\$ _____	\$ _____
10. Advanced Software Specialist- Advanced	\$ _____	\$ _____	\$ _____
11. Fiscal Accounts Clerk	\$ _____	\$ _____	\$ _____

12. Accountant	\$ _____	\$ _____	\$ _____
Total (Add 1-12 in Column C)			\$ _____ (D)

**\*Basis For Award (D ÷ 12) \$ \_\_\_\_\_**

Submitted By:

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title:

\_\_\_\_\_  
Company Name:

\_\_\_\_\_  
Company Address:

\_\_\_\_\_  
Location(s) from which services will be performed (City/State):

\_\_\_\_\_  
FEIN:

\_\_\_\_\_  
eMM #:

\_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

\_\_\_\_\_  
Fax: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ eMail:

\_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_